

MICHIGAN CIVIL SERVICE COMMISSION

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ADVISORY BULLETIN

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RULE REFERENCE: 5-10, 5-11

REGULATION REFERENCE: 5.10

CONTACT AREA

Employee Benefits

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SUBJECT

**LTD COVERAGE FOR UNCLASSIFIED EMPLOYEES
SELECTING THE WAIVER OPTION FOR
SICK, ANNUAL, BONUS AND PERSONAL LEAVE TIME**

This document should be placed with the referenced rule and/or regulation until the Post End Date.

This reminder is to ensure that all agencies are utilizing the process that has been in place for some time covering those unclassified employees who waive the Civil Service Benefit Plan referred to in the Letter of Appointment Form (A-780) but wish to enroll in the State's Long Term Disability Program.

An unclassified employee who waives the Civil Service Benefit Plan referred to in the Letter of Appointment Form (A-780) does not accumulate any annual, sick or personal leave days on the payroll system. In order to be eligible for Long Term Disability (LTD) benefits, unclassified employees must have a sick leave plan the same as classified employees.

Therefore, a process was established allowing unclassified employees who check the "waive leave time" box on Form A-780, to request that the classified sick leave accrual not be waived for the purpose of enrolling in the LTD Plan. As in the past, those electing this alternative should be instructed to add the phrase "please continue the Civil Service sick leave accrual" in the space below the "waives" paragraph on Form A-780.

Appointing Authorities are to keep these agreements on file subject to Civil Service audit.